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# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

30 May 14, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

May 14, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT TO SHUTTLE BUS SERVICES AGREEMENT  
WITH PCAM, LLC, dba PARKING COMPANY OF AMERICA  
(SUPERVISORIAL DISTRICT 2)  
(3 VOTES)**

**SUBJECT**

Request approval of Amendment to extend Contract for Proposition A Shuttle Bus Services with PCAM, LLC, dba Parking Company of America at Department of Health Services Harbor-UCLA Medical Center for six months and to request delegated authority to Department of Health Services' Director to execute as needed future amendments to this Contract, to extend it for an additional three months, to increase shuttle bus services for unanticipated needs and to increase maximum cost by no more than ten percent to pay for the unanticipated need for increased services.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Make a finding pursuant to Los Angeles County Code Section 2.121.420 that the continued provision of Shuttle Bus Services, as described herein, may continue to be performed more economically by an independent contractor.
2. Approve and authorize the Chairman of the Board, to execute Amendment No. 7 to Proposition A Shuttle Bus Services Agreement No. 75957 with PCAM, LLC, dba Parking Company of America (PCA), Exhibit I, effective upon Board approval, to extend the Contract term for the period July 1, 2013 through December 31, 2013, for an additional not-to-exceed cost of \$60,491, for the continued provision of shuttle bus services at Harbor-UCLA Medical Center (H-UCLA MC).

3. Delegate authority to the Director, or his designee, to prepare and execute an amendment to the Contract to exercise the County's option to extend the Contract on a month-to-month basis for up to three additional months, effective January 1, 2014 through March 31, 2014, at a maximum not-to-exceed cost of \$30,245, subject to review and approval by County Counsel, with notice to the Board and Chief Executive Office (CEO).

4. Delegate authority to the Director, or his designee, execute future Amendments to add any relevant new or updated County contract terms, to modify the scope of work in order to increase services for unanticipated shuttle bus needs at the H-UCLA MC, and to increase the Contract maximum obligation by no more than 10 percent of the six month extension cost of \$60,491, to pay for the possible additional services, for a potential increase of \$6,049 of Contract's maximum obligation, subject to review and approval by County Counsel, with notice to the Board and CEO.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the first recommendation is necessary to comply with Los Angeles County Section 2.121.420, which requires that contracting under Proposition A (Prop A) be cost effective and operationally feasible. Department of Health Services (DHS) has made that determination, as the scope of work and reimbursement rates during the recommended extension period are not changing.

Approval of the second recommendation will allow the Chairman to execute Amendment No. 7 to extend the Contract term for a period of six months. Approval of the third recommendation will provide the Director the option to extend the Contract an additional three months, on a month-to-month, as needed, basis. These recommended actions will allow DHS additional time to complete the Prop A compliant solicitation process and award a successor agreement prior to expiration of the Contract. DHS is releasing a Request for Proposal by the end of this month.

The fourth recommendation will allow the Director to amend the Contract to modify the scope of work in order to increase services for unanticipated shuttle bus needs and to increase the Contract maximum obligation by no more than 10 percent of the six months cost.

### **Implementation of Strategic Plan Goals**

The recommended actions support Goal 1, Operational Effectiveness, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

With this Amendment No. 7 the County's maximum obligation will be increased by an amount not to exceed \$60,491 for July 1, 2013 through December 31, 2013. Should DHS exercise the option to extend the Agreement term for three additional months, for the period January 1, 2014 through March 31, 2014; the County's maximum obligation will increase by an amount not to exceed \$30,245. Furthermore, if DHS requests increased services during the extension period(s) due to unanticipated needs for shuttle bus services, the County's maximum obligation will be increased by no more than an additional \$6,049. Funding for Amendment No. 7 and any other subsequently executed under delegated authority described in this letter is included in DHS' Fiscal Year 2013-14

Proposed Budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

DHS has contracted with PCA for shuttle bus services since 2007, to provide transportation at no cost to patients, staff, and visitors at H-UCLA MC. The bus circulates from the main hospital building to 26 specialty clinics in 14 outlying buildings, remote staff parking lots, the Metro "park & ride" lot off the 110 Freeway Carson exit, and, upon requests of patients, to the Lomita Family Health Center located approximately three miles offsite from H-UCLA MC.

Through subsequent amendments, DHS has increased the maximum obligation in order to obtain additional drivers for expanded coverage during times of construction at the H-UCLA MC campus, and extended the Contract term through June 30, 2013.

It has been determined that the provision of services by the Contractor under the Contract is subject to Prop A guidelines which include the Living Wage Program set forth in Los Angeles County Code Chapter 2.201. The Contractor is in compliance with the Living Wage Program requirements.

The County may terminate the Contract for convenience with ten days prior written notice. County Counsel has reviewed and approved Exhibit I as to use and form.

**CONTRACTING PROCESS**

Not applicable.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommendations will allow DHS to provide ongoing shuttle bus services at H-UCLA MC for patients, staff, and visitors.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mitchell Katz". The signature is stylized and cursive.

Mitchell H. Katz, M.D.

Director

MHK:ev

Enclosures

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors

**SHUTTLE BUS SERVICES AGREEMENT  
AMENDMENT NO. 7**

This Amendment is made and entered into this 14<sup>th</sup> day of May, 2013

by and between

COUNTY OF LOS ANGELES  
hereafter "County"),

and

PCAM, LLC  
dba PARKING COMPANY OF AMERICA  
(hereinafter "Contractor").

WHEREAS, reference is made to that certain document entitled, "SHUTTLE BUS SERVICES AGREEMENT", dated January 1, 2007, and further identified as County Contract H-75956 and any amendments thereto (hereafter referred to as "Contract"); and

WHEREAS, it is the intent of the parties hereto to amend the Contract to extend the term and make the changes described herein; and

WHEREAS, Contract provides that changes in accordance with Subparagraph 8.4, AMENDMENTS, may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective upon execution by the Chairman of the Board of Supervisors on the date identified at the top of this page.

- 2 Contract, Paragraph 4, TERM OF CONTRACT, 4.1 shall be deleted in its entirety and replaced by the following:

**"4. TERM OF CONTRACT**

4.1 The term of this Contract shall commence on January 1, 2007 and shall continue in full force and effect to and including December 31, 2013, unless sooner canceled or terminated as provided herein. The Director of Health Services (Director), or his designee, shall have the option to further extend the term of this Contract on a month-to-month basis for up to three additional months, through March 31, 2014, under the same terms and conditions. Any such extension shall be memorialized through an amendment in accordance with the process set forth in Paragraph 8, STANDARD TERMS AND CONDITIONS, Sub-Paragraph 8.4, AMENDMENTS."

- 3 Contract, Paragraph 5, CONTRACT SUM, Subparagraph 5.1 shall be deleted in its entirety and replaced by the following:

"5.1 The Contract Sum under this Contract shall be the maximum monetary amount payable to Contractor for supplying shuttle bus services, and all other work specified under this Contract, as authorized by County hereunder and shall not exceed Seven Hundred Seventy Thousand Seven Hundred Seventy-Six Dollars (\$770,766), allocated as follows:

5.1.1 For the period January 1, 2007, through December 31, 2011, the Contract Sum shall not exceed Five Hundred Twenty-Eight Thousand, Two Hundred Eighty-Three Dollars (\$528,283);

5.1.2 For the period January 1, 2012, through December 31, 2012, the Contract Sum shall not exceed One Hundred Twenty One Thousand, Five Hundred One Dollars (\$121,501).

5.1.3 For the period January 1, 2013, through June 30, 2013, the Contract Sum shall not exceed Sixty Thousand Four Hundred Ninety-One Dollars (\$60,491).

5.1.4 For the period July 1, 2013 through December 31, 2013, the Contract Sum shall not exceed Sixty Thousand Four Hundred Fifty Dollars (\$60,491)."

4. Contract, Subparagraph 8.4, AMENDMENTS, Subparagraph 8.4.2 shall be deleted in its entirety and replaced with the following:

"8.4.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared by the County and then executed by the Contractor and by

the Director or his designee."

5. Effective July 1, 2013 Exhibit A-1, Attachment 4, shall be replaced by Exhibit A-1, Attachment 5, attached hereto and incorporated by reference.
6. Except for the changes set forth hereinabove, Contract shall not be changed in any respect by this Amendment.

*I*



IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI  
Executive Officer  
Clerk of the Board of Supervisors

By *Antel*  
Deputy



ATTEST:  
SACHI A. HAMAI  
Executive Officer of the  
Board of Supervisors of  
The County of Los Angeles

By *Antel*  
Deputy

APPROVED AS TO FORM:

John Krattli  
County Counsel

By *Antel*

By: *Mark Ridley-Thomas*  
Chairman, Board of Supervisors

PCAM, LLC  
dba Parking Company of America  
CONTRACTOR

By: *Eric Chavez*  
Signature  
*Eric Chavez*  
Printed Name  
Title *President*

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

30

MAY 14 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER



**SHUTTLE BUS SERVICES SCHEDULE AND CAMPUS MAP**  
(Effective 7/1/13)

The shuttle bus provides intra-campus service and circulates the Harbor-UCLA Medical Center's (H-UCLA MC) campus between the main hospital, parking lots, outpatient clinic buildings, and the Family Medicine Clinic, Monday – Friday (6:15 am – 1:00 am). The route schedule and hours of operations are listed below.

**Campus Shuttle Schedule Hours:**

6:15 am – 6:30 am	Shuttle Bus No. 1 (daily safety inspection)
6:30 am – 7:30 am	Shuttle Bus No. 1 (Park & Ride, Parking Lot V to Bldg. 1 East)
7:30 am – 1:30 pm	Shuttle Bus No. 1 (H-UCLA MC Campus Circulation)
1:30 pm - 2:15 pm	Shuttle Bus No. 1 (Driver out to lunch)
2:15 pm – 4:00 pm	Shuttle Bus No. 1 (H-UCLA MC Campus Circulation)
4:00 pm – 4:15 pm	Shuttle Bus No. 2 (daily safety inspection)
4:15 pm – 9:30 pm	Shuttle Bus No. 2 (H-UCLA MC Campus Circulation, Shuttle Passenger pick-up at 1 <sup>st</sup> Floor Outpatient Pharmacy - North Exit to on and off-site parking lots sites)
9:30 pm – 10:00 pm	Shuttle Bus No. 2 (Driver out to lunch)
10:00 pm – 1:00 am	Shuttle Bus No. 2 (Shuttle Passenger pick-up at 1 <sup>st</sup> Floor Outpatient Pharmacy - North Exit to on and off-site parking lots sites)

**Shuttle Bus Driver No. 1**

From 6:15 am – 6:30 am, Shuttle Bus Driver No. 1 performs the daily safety inspection.

From 6:30 am – 7:30 am, Shuttle Bus Driver No. 1 circulates between Park & Ride and Parking Lot V for passenger pick-up and departure to Building 1 East, located next to the main Hospital and Parlow Library.

From 7:30 am – 1:30 pm, Shuttle Bus Driver No. 1 circulates H-UCLA MC campus. Depending on the services rendered, it takes approximately 25 minutes to circulate the campus. The shuttle stops are identified on the Harbor-UCLA Medical Center (H-UCLA MC) Campus Plan.

From 1:30 pm – 2:15 pm, Shuttle Bus Driver No. 1 is out to lunch.

From 2:15 pm – 4:00 pm, Shuttle Bus Driver No. 1 circulates the H-UCLA MC campus.

**Shuttle Bus Driver No. 2**

From 4:00 pm – 4:15 pm, Shuttle Bus Driver No. 2 performs the daily safety inspection.

From 4:15 pm – 9:30 pm, Shuttle Bus Driver No. 2 circulates the H-UCLA MC campus with special emphasis for Park & Ride, Parking Lot V, Building 1 East, Building N-24 and other N-Buildings where specialty clinics stay open late and where services are needed.

From 9:30 pm – 10:00 pm, Shuttle Bus Driver No. 2 is out to lunch.

From 10:00 pm - 1:00 am, Shuttle Bus Driver No. 2 is stationed at the 1<sup>st</sup> Floor Outpatient Pharmacy North Exit. The shuttle service will shuttle passengers to their vehicle designation which includes on and off-site parking lots. Please note no shuttle bus services between 9:30 pm and 10:00 pm as the driver is out to lunch.

### **Additional Shuttle Service**

Shuttle service is available upon request to patients who need transportation to and from Family Medicine located at 1403 Lomita Blvd. in Harbor City. Approximately 5-10 patient shuttle referrals are requested per month. Round trip from H-UCLA MC Campus to the Family Medicine Clinic in Harbor City is 7 miles with the approximate trip time of 25 minutes.

If you need additional information, you may contact Jorge Diaz in Facilities Management, 6:00 am – 3:30 pm at (310) 222-3301.